

DOUGLASS RANCH PROPERTY OWNERS ASSOCIATION

Minutes from the Regular Meeting of the Board of Directors

September 14, 2022

Call to Order: Meeting was called to order at 6:07, p.m. by Veris Simms, DRPOA President

Location: Virtual via Zoom

Attendance

Board Members Present:

Veris Simms	President	720-220-5631	drpoa.president21@gmail.com
Andréa Swenson	Secretary	612-201-0289	drpoa.secretary2020@gmail.com
Todd William	Treasurer	303-838-5117	drpoa.treasurer2020@gmail.com
Veris Simms	VP Roads & Grounds	720-220-5631	drpoa.roads.grounds@gmail.com
Randy Jensen	Director	303-681-5745	jensen5513@gmail.com

Board Members Absent:

Others Present:

Members at Large:

Joe & Seana Nestegard	Mike & Cathy Rheinberger
Dick Merrick	Barbara Pleva
Doug Benning	Tricia Jensen

I. Approval of the Agenda

- **Additions to the Agenda** – None
- **Motion I:** Randy Jensen moved to approve the agenda for September 14, 2022.
- **Motion I Seconded:** Todd William
- **Motion I Approved:** Unanimously

II. Approval of Minutes – See Board Action Without a Meeting

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III. Business from the Previous Meeting –

- **Progress Report: Authorization Form to Publish Contact Information, Andréa Swenson, Secretary** - To date, the Association has received only one additional authorization form, since the release of the new Membership Directory on September 12, 2022, via official email broadcast with downloadable links to consent forms.
- **Roads and Grounds Report – Veris Simms:** Drake Court is due for annual preventive maintenance. Bids have been solicited from five asphalt and paving companies. However, only one company has responded as of this reporting.
 - i. **Love’s Enterprise Bid** – the initial bid of \$25,017.00 was quoted for filling the cracks with Crafcoc hot tar crack filler, infrared asphalt repair¹ to alligator cracked areas and seal the asphalt with RS-90 oil based rejuvenating, penetrating sealer. Asked for a bid minus the infrared asphalt repair decreased the price to \$16,392.00. Inflation makes any further price reduction prohibitive. Request for itemized bid was declined. (See bid from Love’s Enterprises attached)
 - 1. **Summary** – Of the companies contacted only three offers the RS-90 oil asphalt sealer, including Love’s Enterprises. Asked the Board their opinion that although Drake Court is due for maintenance work, is it urgent or can we budget the work for next year. Through the Board’s discussion it was decided that the work needs to be done this year and Love’s Enterprises will be contacted again reiterating our request for an itemized bid.
- **CC&Rs Committee Report, Veris Simms, Chair** – Mr. Simms will plan on hosting a series of online, small group discussion in 10 to 12 lot sections at a time to conduct a penultimate review of the governing documents. More updates to follow.
- **Storm Water Pond Project, Todd Williams, Chair** –
 - i. **Construction Phase** – The delivery of the base materials for the bedding has been completed. The remaining balance of riprap is scheduled to be delivered next week overlapping while the contractor Larry Plote is in progress with the construction. The stockpile of these materials requires large amount of square space to store.

¹ A process through which existing, compromised asphalt is heated and replenished before mixing in new asphalt and compacted.

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1. Landowner, Greg Podd, who granted us access to place materials on his property so as not to cause damage to Lot 7's property, was not expecting how much space and removal of fence line was required for haul trucks to maneuver in and out for rock delivery. However, Mr. Williams reports his conversation with Mr. Podd eased tensions understanding that the Association will restore his property to its original condition or better.
2. **Construction Start Date** - Construction will commence the Monday morning, September 19, 2022, with anticipation that the project will be concluded by Friday, September 23, 2022.
3. **Equipment** – The excavator will be delivered on Friday, September 23, 2022.
4. **Dam and Spillway Markers**– Multiple conversations have taken place, as of this reporting, with both Barr Engineering and the surveyors to ensure the marker start and final points are accurate for the height of the dam, and location of the spillway. The spillway has about 4-5 drops designed to catch water and to slow the rate of flow. Markers for the spillway will be done on Monday morning with contractor, Mr. Larry Plote.
 - a. **Survey Cost** – The board approved to authorize the survey work not to exceed \$1,100.00. The survey is required to ensure that the height and location of the markers are correct. This cost would go to contractor at the final settlement of the bill. Mr. Williams anticipates the final cost will come under the \$1,100.00 price to ~\$600.00.
5. **Supervision and Inspection** – At the last regular board meeting, the board voted to withdraw from the agreement with Barr Engineer the cost of \$8,000.00 to supervise and inspect the construction phase junctures.
 - a. Mr. Williams renegotiated with the Engineer of record, Nathan Campeau, the frequency of inspections to Monday morning with the contractor, an interim inspection, daily observation as needed, and final inspection. Although the agreement was written up to a maximum of \$8,000.00, however, conversations with Mr. Campeau and Mr. Plote, indicates the cost will come to ~ \$6,000.00 or less.
 - b. It was determined more details are needed from Mr. Campeau. Mr. Williams will follow up.
6. **Repair Property Damages** – Cost to repair and restore the Podd property is estimated to be ~ \$15,000.00. More information to follow once Mr. Williams has walked the property with Mr. Plote. Despite our best efforts to anticipate all outlooks, Mr. Williams

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reports the cost savings to the Association will be significant and remain within the cost parameters with a quality completed project.

7. Soil Compaction – Engineering design determined the dam should be built with a combination of concrete, riprap, and soil compaction. This was reviewed and approved by Barr Engineering. To ensure engineering guidelines are met, a soil compaction test is required which will cost ~\$1,100.00. However, this goes towards certifying the build of the dam is done correctly. Mr. Simms collected and submitted soil samples as of this reporting.

- **Motion II:** Todd moves that Douglass Ranch accept the cost of up to a maximum of \$1,100.00 for compaction testing underneath the concrete area that will establish the spillway so that it is in compliance with Jefferson County and Colorado State regulations.
- **Motion II Seconded:** Randy Jensen
- **Motion II Passed:** 3 – 1, with 1 being an abstention. Voting Yes: Mr. Williams, Mr. Simms, and Mr. Jensen. Abstention: Mrs. Swenson.

IV. Firewise Committee, Veris Simms, Reporting -

- **Firewise Chair Resigns** - Tricia Jensen has resigned as chair.
- **Recertification with Firewise** - The committee has developed a fire mitigation spreadsheet. This will be distributed and posted on the Firewise page of the community website as a productivity tool for Association Members making it easier to track hours and funds invested to perform fire mitigation on their property. And at the same time, aid the committee member in collating numbers to submit to Firewise for certification due November 18, 2022.
 - i. Veris Simms will be the main contact.
 - ii. Seana Nestegard will manage incoming information.
- **Multi-Year Action Plan** – Mr. Tom Washburn will oversee organizing the Firewise multi-year action plan.
- **Funding Priorities and Outlook for 2023** –
 - i. **Shaded Fuel Break** – In anticipation of the shaded fuel break constructed by Elk Creek Fire Department, the committee will work closely with the Elk Creek Fire Department Ambassadors, Mike and Cathy Rheinberger on scope of work and costs on the area of land not covered under the grant.
 - ii. **Emergency Egress Exit** – This proposed route begins at the south end of the subdivision between Lot 29 and 30 and continues through to Glenelk, a neighboring community. Tensions between the former developer and Douglass Ranch prohibited the notion of pursuing plans for an emergency egress. Thanks to our community member at Lot 29, lines of communication have been reestablished and are cordial. The egress

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route will benefit both communities. Mr. Tom Washburn and Mr. Veris Simms will investigate grant opportunities and set up a series of meetings with the Glenelk developer, Mr. Tim Forsythe.

- iii. **Turnarounds for Emergency Vehicles** – Still in the early stages of development, the Firewise committee have begun exploring the possibility of building turnarounds for Emergency vehicles on each of the private roads within the Douglass Ranch subdivision.
- iv. **Education** – Committee member Seana Nestegard will be publishing a newsletter with informative facts about fire mitigation which will be made available through the Firewise page on the community website.
- v. **Community Wildfire Protection Plan** - Veris Simms has reached out to the Elk Creek Fire Department to inquire about assessing the Douglass Ranch subdivision. Firewise committee is laying the groundwork and projections for this work is targeted for 2024.
 - 1. **Next Firewise Committee Meeting** - is scheduled for November 27, 2022.

V. Treasurer’s Report, Todd Williams -

- **Due and Special Assessment Fees –**
- **Outstanding -**
 - i. **Dues** - Three Lots are past due. Collection notices and late fees have been delivered.
 - ii. **Special Assessment** – Two Lots are past due. Collections notices have been delivered.
- **Accounts Receivable -**

Total Amount in Collections

Annual Dues _____ \$19,500.00

Special Assessments _____ \$123,700.00

- **Bank Balance - August 31, 2022**

Checking _____ \$11,277.17

Savings _____ \$198,830.45

Total _____

\$210,107.02

- **Accounts Payable** - Minimal bills remain outstanding for the year. Dollar amount for repairs to Drake Court is pending and contract for

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snowplowing. The financial planning for the special assessment as proposed at the 2022 annual meeting projected that if Lot Owners paid the minimum amount for the special assessment for the pond project combined with the previous savings amount of \$75,000.00, there would be enough resources to pay for the pond project and the normal operating expenditures. Although we will need to ensure Douglass Ranch has enough money in reserve as projected in our recent Reserve Study, the majority of Lot Owners have paid the full price of the assessment fee. Mr. Williams is confident Douglass Ranch Property Owners Association's financial position remains sound.

- **Outlook for 2023** - There will be an additional \$21,950.00 collected that will be returned to the general fund to cover expenditures for Roads and Grounds.
- **Outlook for 2024** – There will be an additional \$21,950.00
- Discussed Website Subscriptions billing, and invoices. It was agreed to continue this discussion at a later date.

VI. New Business – None.

VII. Board Action Without A Meeting.

- **Minutes for July 20, 2022 were approved August 23, 2022.**
- **Minutes for February 23, 2022, were approved August 23, 2022**
- **Minutes for April 27, 2022, were approved August 23, 2022**

VIII.

IX. Adjournment – Meeting adjourned 7:35pm.

Submitted by, Andréa Swenson, DRPOA Secretary